

September 24, 1999

VBA Letter 20-99-69

Director (00)
All VA Regional Offices and Centers

Subj: Occupational Safety and Health Goals for FY 1999

1. VBA has received its FY 99 OSH Goals from the Department's Designated Agency Safety and Health Official (OOS/006). Please download a copy of the goals by accessing the VA Intranet:

<http://152.128.2.7/vasafety/OSHPgmDocs/AnnualGoals/MainPageAnnGoals.htm>

Next fiscal year you will be asked to report your FY 99 OSH data.

2. Early in FY 98, VBA facilities were given a prototype facility plan on which to base your own facility plan for preventing violence in the workplace. (See VBA Letter 20-97-17 dated December 1, 1997.) As part of FY 99 OSH goals, VACO OSH needs to determine whether your facility plan for preventing violence in the workplace has been developed and implemented. Please e-mail "VAVBAWAS/CO242C" a copy of your Violence in the Workplace Prevention Plan by COB, October 13, 1999.

3. A new Violent Incident Form (Code Orange Form) is being developed for reporting violence in the workplace. To learn more about this new form, peruse the OSH website referenced above.

4. VBA VACO will identify the five VBA job classification codes with the highest Lost Time Case Rates (LTCR) and develop a Job Hazard Analysis for those positions. OSHA's Publication 3071, Job Hazard Analysis, may also be reviewed or downloaded from the OSH website referenced above. A comprehensive ergonomic program will be developed by VACO to alleviate VBA job hazards.

5. Any questions regarding the OSH Goals for FY 99 should be directed to Leo A. Phelan, Director, Space Management and Emergency Preparedness, on (202) 273-7001.

/s/
Patrick Nappi
Under Secretary for Operations